

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: Benefits Specialist

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform a variety of highly responsible tasks associated with the coordination and administration of employee benefits such as Medical, Dental, Vision, Flexible Spending Accounts, Voluntary Insurance, EAP, COBRA, Short/Long Term Disability and other insurance and programs offered to employees while providing administrative support to the Risk Management Director. This position requires an individual who is capable of exercising good judgement and who possesses superior insurance skills and the personal disposition and psychological qualities generally required of one who works well the public and other employees. This position is under the direct supervision of the Risk Management Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Interacts with other members of the Risk Management department in creating company internal processes relative to benefits.

Coordinates with broker of record/consultant in the open enrollment communication development ensuring that the necessary information is included, sent to benefit eligible employees, and contains all necessary legal notices within the scope of the project and within established timeframes.

Performs dependent verification eligibility determination.

Adheres to Medicare rules and regulations

Prepares and maintains official insurance records.

Participates in annual required HIPAA and fraud training as well as other customer service training and related activities.

Consults with carriers, physicians, attorneys, drug companies, third party administrators, disability companies, consultants and other benefit vendors as necessary on behalf of the employee.

Reviews and provides recommendations in the standardization and viability of current benefits program.

Builds and maintains employee files.

Provides avenues for maintaining the quality of benefit management for employees within the County and Board of Education.

Rutherford County, Tennessee • Benefits Specialist

Fosters a good working relationship within the County and Board of Education to answer questions related to enrollment and maintenance for health plans and other benefit packages.

Manages multiple projects and work activities simultaneously while adhering to performance expectations.

Responds to inquiries regarding benefits; investigates and resolve issues.

Coordinates and assists with Annual Open Enrollment processes and benefit changes.

Ensures employees understand retirement plans.

Conducts quarterly and annual audits of benefits to ensure payroll deductions are accurate with benefits statements.

Reconciles and balances all employee benefit monthly billing statements for approval and payment.

Identifies and applies changes regarding government regulations including PPACA, HIPAA and COBRA to ensure practices are in compliance.

Assists in benefit plan design changes.

Maintains employee census data and prepares benefit information packages for employees and retirees.

Prepares and submits annual benefit surveys as requested.

Researches complex participant benefit issues impacting calculations and formulates resolutions by analyzing fact patterns and applying provision and best practices.

Assists with annual plan renewals, decision making and implementing new benefit design changes.

Adheres to Medicare rules and regulations by preparing and distributing/submitting annual Medicare Model Notice, Creditable Coverage Notice and Medicare Notice questionnaire.

Stays up to date on changing policies, technologies, services and state and federal regulations.

Completes work at assigned work station determined by supervisor.

Works hours as scheduled.

ADDITIONAL FUNCTIONS

Serves as the project manager or assistant project manager for any new benefit platforms, vendor implementations or technology implementations within the Risk Management department.

Works well in a team-based environment and have the passion for working with a dynamic team of goal-oriented individuals where input and contribution are greatly valued.

Works in a fast paced, multi-dimensional environment while meeting stated objectives and timelines while remaining approachable, engaged and focused.

Possesses the knowledge and skill to work with the latest technology in Benefits Management, with training in using planning and organization software such as Microsoft applications.

MINIMUM QUALIFICATIONS

Bachelor's degree with course work emphasis in Business Administration, Insurance, Finance, or related field; supplemented by two (2) years previous experience in Benefit Administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must have advanced computer skills in Word, Excel, and PowerPoint. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes exercising judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Language Ability: Requires the ability to read and write. Requires ability to write using proper format, punctuation, spelling, and grammar; using all parts of speech.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: looking for files, gathering and delivering mail

Surface: carpet/ concrete

Estimated Total Hours: 1 **Maximum Continuous Time:** 1

2. SITTING

Tasks: computer entry, answering phones, paying bills, ordering supplies

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 8

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs			X		
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: carts (supplies, mail)

Height of hands above floor during push: waist high

5. BENDING/SQUATTING/KNEELING

Tasks: filing, copying

Frequency: daily

REACHING

Tasks: putting away supplies

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Weekly	30 minutes	< 10 lbs
21-36"	Both	Monthly	30 minutes	> 10 lbs

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>95</u> % of time
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Outside	5 % of time
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8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

6. LIST TOOLS, EQUIPMENT AND MATERIALS USED

General office equipment, water cooler, mail machine

7. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		All day
Grasp	X		All day
Fine Motor i.e: writing, twisting hands or wrist, etc	X		All day

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

No

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

Yes

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date